



IT9008 Change Evening Shift Premium

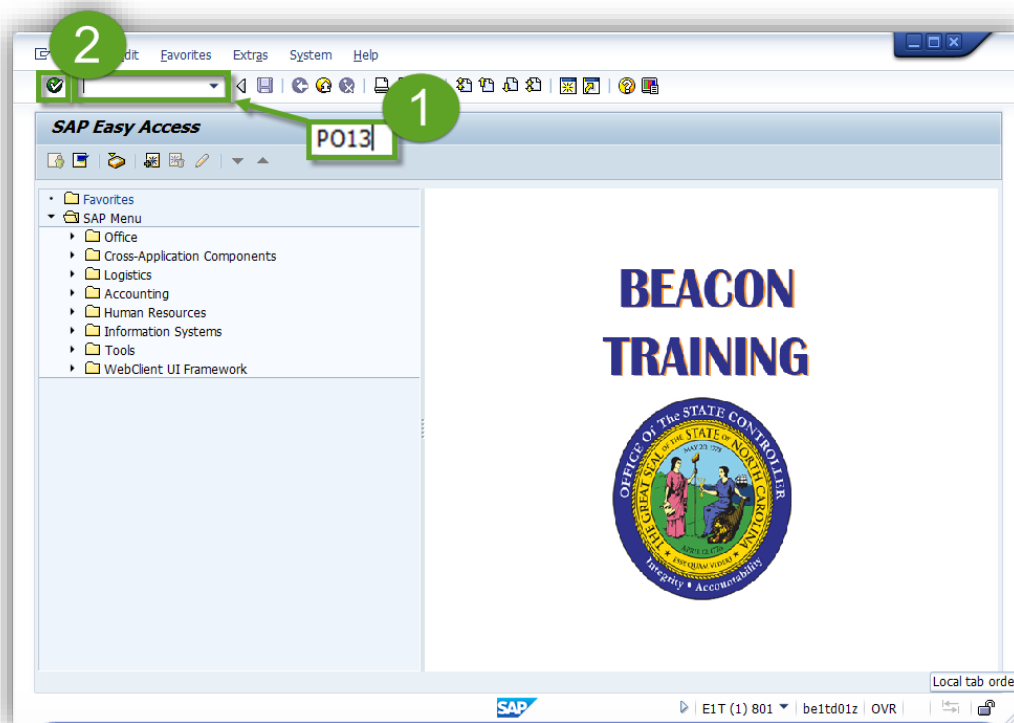
Trigger:


Use this document to change the Evening Shift Premium for a Position.

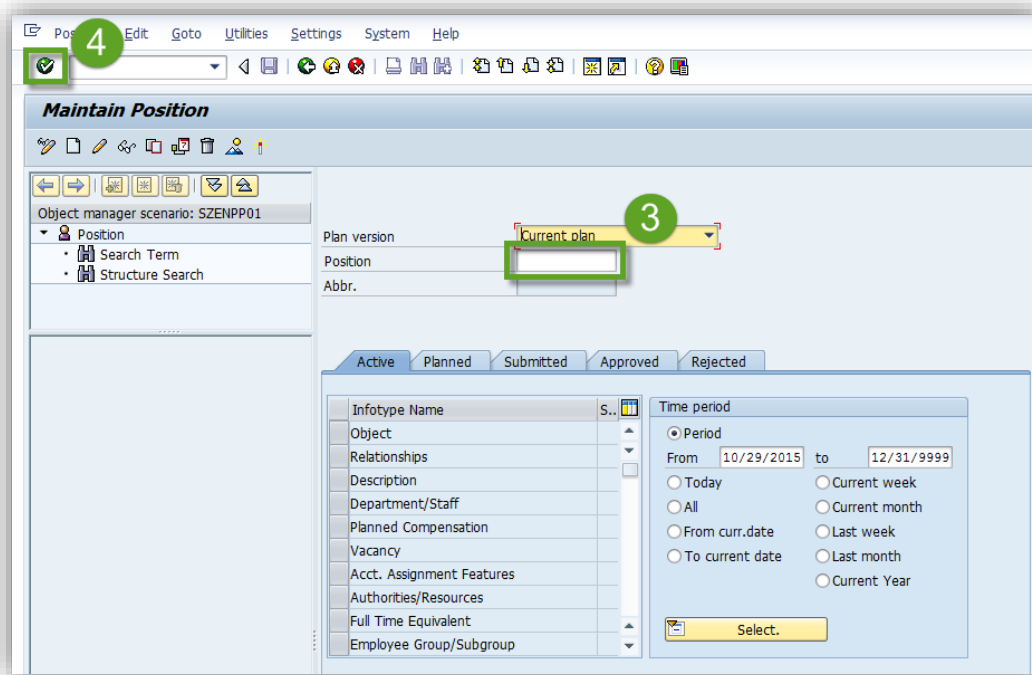
Business Process Procedure Overview:

Evening Shift Premium (IT 9008) - Stores settings related to Evening Shift Premium eligibility and Payouts. If OSHR has approved a rate other than the default of 10%, the rate must be entered as a percentage in the “Rate” field.


Procedure

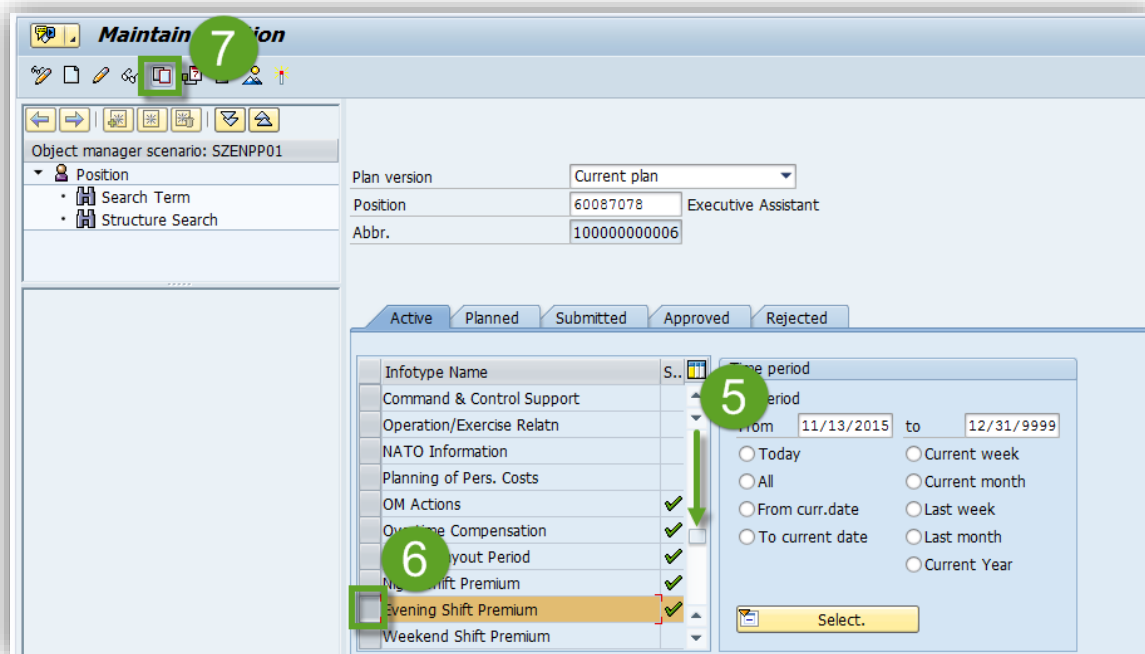


1. From the SAP Easy Access Screen, type **PO13** into the Command Field.
2. Click **Enter** .





The Maintain Position Screen will be displayed.


3. Enter the position number that you wish to change (i.e. 60087078)
4. Click **Enter** .



The position details will populate.




5. Scroll until you find “Evening Shift Premium.” A Green check indicates that an Evening Shift Premium record currently exists.
6. Click the **button** to the left of “Evening Shift Premium” .

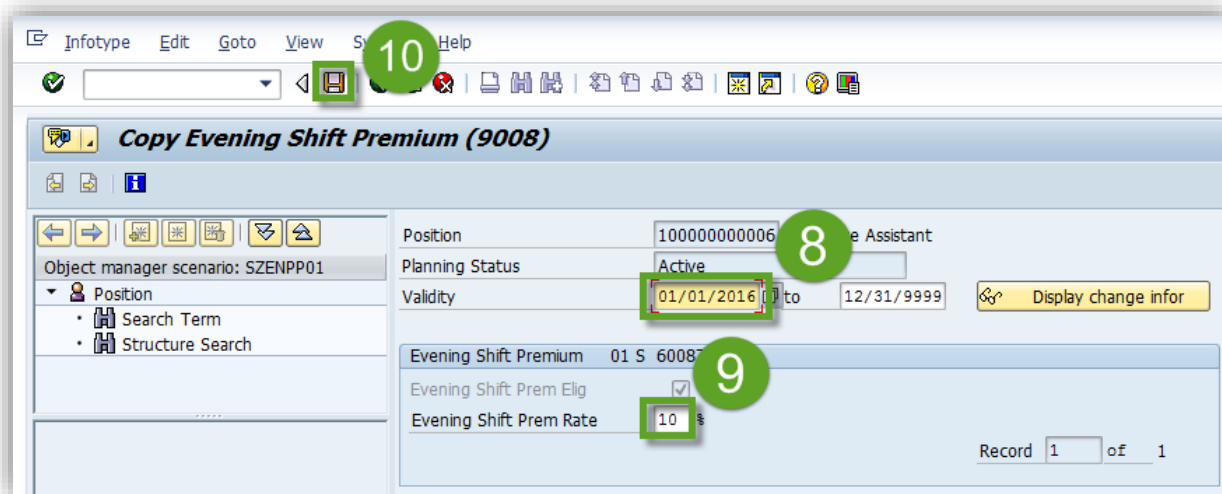
7. Click **Copy**  (See next page for other options).



Information


You have several options for modifying an Infotype:

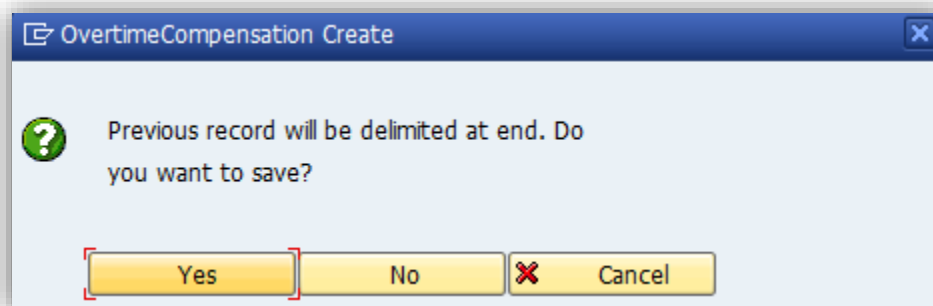
Create 	Creates a New record where. Use when creating an IT which has not existed before
Copy 	Delimits the existing Infotype and creates a new, current IT. This method is HIGHLY recommended, as it preserves historical data.
Change 	Changes an existing Infotype without creating a new record. This method is NOT recommended as it overwrites historical record.



The screenshot shows the 'Copy Evening Shift Premium (9008)' screen. Callout 8 points to the 'Validity' field where the start date '01/01/2016' is entered. Callout 9 points to the 'Evening Shift Prem Rate' field where '10' is entered. Callout 10 points to the 'Save' button in the top toolbar.

The Copy Evening Shift Premium screen will be displayed.

8. Change the start date of the record to the effective date of the change. (i.e. **01/01/2016**)
9. Change the “Evening Shift Premium Rate.” (i.e. **10%**)
10. Click **Save** .



The dialog box titled 'OvertimeCompensation Create' contains the message: 'Previous record will be delimited at end. Do you want to save?'. It has three buttons: 'Yes', 'No', and 'Cancel'.

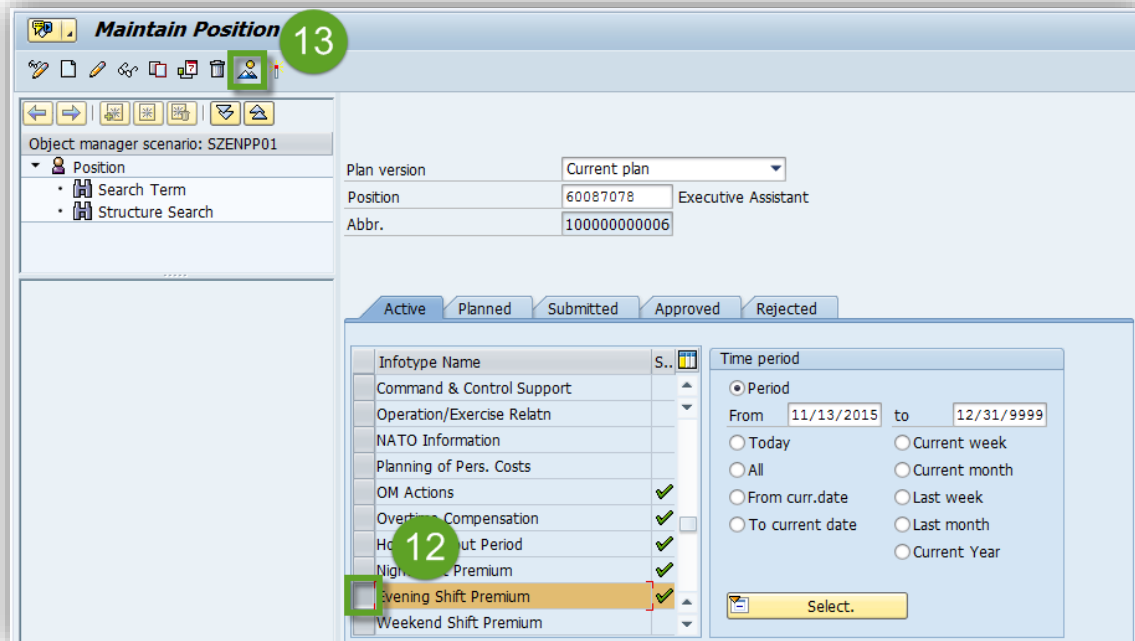
If you are Copying and Infotype, you will receive a message reminding you that the previous record will be delimited.


11. Click **Yes** .

 Record created

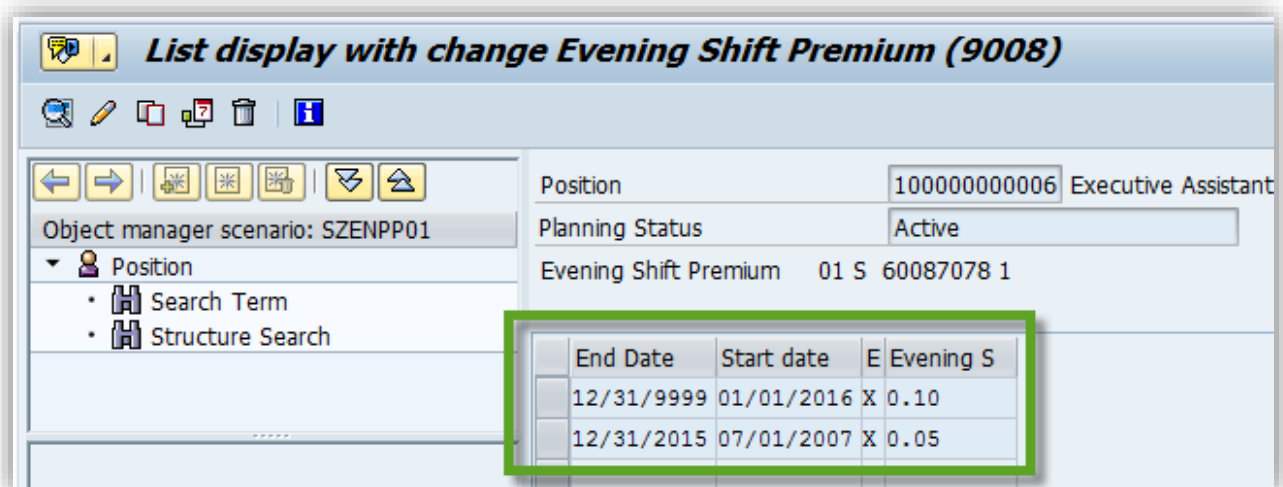
You should receive a message that the Record was created.

To view and confirm the change:



12. Click the **button** to the left of “Evening Shift Premium” .

13. Click **Overview** .



End Date	Start date	E	Evening S
12/31/9999	01/01/2016	X	0.10
12/31/2015	07/01/2007	X	0.05

A list of all Evening Shift Premium Infotypes for the Position will be displayed, including the Validity Dates, whether the Position is eligible for Night Shift Premium, and the premium rate.

Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area): (919) 707-0707
Phone (Toll Free): (866) 622-3784
Email: BEST@osc.nc.gov

Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/>

Other Job Aids:

[OM Tips and Tricks Job Aid](#)

Under Organizational Management > Job Aids

[PO13 Create Position Infotypes](#)

Under Organizational Management > BPPs

Change Record

Change Date: 12/4/2015	Changed by: David Lassiter
Changes:	Moved Change log to the end of the document. Updated Format, Screenshots, language and layout. Added "Additional Resources" Section Moved Tips and Tricks to "Additional Resources" Section.